

**EFFECTIVE**

January 1, 2021.

**Subject(s)****ASM 001-02 Adult Services Program Mission and Vision**

Created new policy manual item for adult services program.

*Reason:* Consolidate the mission and vision statement across all adult service programs.

**ASM 100, Home Help Services Program Overview**

Updated legal authority to 42 CFR 44.167

Moved mission statement and vision statement to ASM 001-02.

Updated Home Help program goals and outcomes.

**ASM 138, County Rates**

Extended COVID-19 premium pay to December 31, 2020.

*Reason:* Per Public Act 166 of 2020.

**ASM 146, W-2 AND 1099**

Removed acronym HH as it is not a proper acronym for Home Help.

*Reason:* The acronym HH is already being used by other Medicaid programs to denote "Head of Household".

**ASM 165, Overpayment and Recoupment Process**

The Home Help Policy Section will generate monthly reports to identify and prevent fraud, waste, and abuse of Medicaid funds. The ASW will be responsible for reviewing the information in the report to determine if an overpayment occurred. If the ASW

discovers that the client was not eligible for services, **the ASW must process a recoupment regardless of the dollar amount.** If no recoupment is necessary, the ASW must document in MiAIMS *Contact* the reason the recoupment was not needed.

The overpayment amount is calculated using the **net** amount of the payment (after the FICA tax deduction), not the cost of care (gross) amount.

The Home Help program is changing the way recoupments are calculated to align with MiAIMS payment methodology and OIG recoupments. The initial calculation for the recoupment will be based on the average daily rate which is determined by taking the monthly net amount and dividing by 30.4375. (The 30.4375 is an average number of days per month over a four-year period to include a leap year. This calculation is used by the federal government for monthly payroll.) The ASW will then take this amount and multiply number of days in a facility to get the recoupment amount.

*Reason:* Changes were needed to address an audit issue from the 2019 Home Help Performance Audit.

### **ASM 170, Case Closure**

Updated case closing codes.

*Reason:* Implementation of MiAIMS from ASCAP.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[ASM 001-02](#)

**Changed Items ...**

[ASM 100](#)

[ASM 138](#)

[ASM 146](#)

[ASM 165](#)

[ASM 170](#)